EXHIBIT A

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

NOTICE
NO.

SUBJECT: Microfilm Projects

1. Difficulties experienced at headquarters reproduction plant in printing enlargements of microfilm rolls or in making ozaphane reproductions thereof reveal the need of a definite pattern of operation in microphotographic assignments and missions, including a standardized form of presentation. In this respect, many of the rolls received from certain sources are either overexposed or underexposed. This results in an unnecessary waste of much raw film (or paper) and attendant time and effort when attempts are made to reproduce or enlarge the improperly exposed film at headquarters.

2. Inasmuch as some of the teams on present assignments, and particularly those on certain foreign missions, may not have a second opportunity to reshoot identical intelligence data, the following operational requirements are prescribed as a remedial measure.

a. Proper organization of material at source at time of shooting.

b. Proper allignment of material including placement and consistent position of images.

c. Consecutive numbering of pages to facilitate subsequent control of security, operations and inspection at the reproduction plant.

d. Use of a pilot attachment comprising two short strips of film to serve as guides for processing the rolls at headquarters reproduction plant. One strip, reflecting all essential data for developing the rolls, should be developed at source by the field operators for test purposes. The second strip is analyzed for density in headquarters reproduction plant to determine what adjustments, if any, should be made in developing the film locally in contrast to the conditions at source.

3. In further explanation, the information to be reflected on the film strips comprises four coefficients, such as the exposure time, the developing time, the temperature of the developing solution and the kind

of developer used. The reproduction plant should have knowledge of these factors to facilitate application of photographic skills and produce workmanship of fine quality. To this end:

a. Exposure is necessary to obtain quality and proper presentation of the material. Also, good exposure results in effective tone gradation which should be taken into consideration at all times.

b. The developing time is essential to preclude the possibility of overdeveloping or underdeveloping the film.

c. The temperature of the developing solution is required for adjustment purposes in the development process. At the reproduction plant the processing temperature normally used is 68 or 70 degrees whereas due to climatic or other conditions at source, the developing temperature might have been either 40 or 50 degrees or 80 or 90 degrees.

d. The kind of developer, through chemical action on the emulsion, affects the degree of resolution which affords image character and sharpness. Resolution is the relationship between the amount of reduction or enlargement and the true quality of the original with respect to obtaining a faithful reproduction.

4. Chiefs of operating activities shall take appropriate administrative action to improve the quality of work performed on microphotographic assignments and missions.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Acting Deputy Director
(Administration)

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